

Platte Basin Coalition Committee

DRAFT Minutes

Special Meeting

May 16th, 2018, 2:47 p.m. Central Time
Holiday Inn Express & Suites, North Platte, NE

Call to order and attendance: The meeting was called to order by Kent Miller at 2:47 p.m., Central Time. Attendees are listed below and included as Attachment A:

Melissa Mosier	NeDNR	John Thorburn	TBNRD
Jennifer Schellpeper	NeDNR	Lyndon Vogt	CPNRD
Dani Bischoff	NeDNR	John Berge	NPNRD
Beth Eckles	NeDNR	Rod Horn	SPNRD
Kent Miller	TPNRD		

- 1. Welcome and Open Meetings Act:** Miller noted that there was a copy of the Nebraska Open Meetings Act was available in the meeting room.
- 2. Publication of Meeting Notices:** This meeting was published in the Scottsbluff Star Herald (May 11, 2018), the Kearney Hub (May 11, 2018), and the North Platte Telegraph (May 10, 2018).
- 3. Agenda Modifications:** There were no modifications to the agenda.
- 4. Approval of HDR contract to facilitate the second increment Integrated Management Plan (IMP) development processes for CPNRD, NPNRD, SPNRD, and TPNRD:** The scope of work (Attachment B) for facilitation of the NPNRD, SPNRD, CPNRD, and TPNRD IMPs was discussed. The estimated cost of work is \$102,811, to be split by the four NRDs and NeDNR in proportions to be determined at the June 5th, 2018, PBC meeting. John Berge made a motion to approve the scope of work and Lyndon Vogt seconded the motion. The motion passed unanimously.
- 5. Rescheduling August 2018 PBC meeting:** The August meeting, which was originally scheduled for August 7th, 2018, was rescheduled for August 17, 2018.
- 6. Public Comments:** There were no public comments.
- 7. Adjourn:** The meeting adjourned at 2:54 p.m.

Attachment A

Attachment B

Facilitation Services

For the Upper Platte NRD Integrated Management Plans

Objective: To assist in obtaining stakeholder input and consensus of Integrated Management Plans for the Central Platte, North Platte, South Platte, and Twin Platte Natural Resource Districts.

Task 1: Management & Travel

This task includes general activities required to administer the contract.

Meetings:

- Attendance at Four POAC Meetings (June, August, October, December)

Deliverables:

- Nine (9) progress reports and invoices

Assumptions:

- All travel is accounted for in this task

Task 2: Meeting Preparation & Facilitation

HDR will provide workshop facilitation and administrative services including the development of agendas and Power Point slides.

Meetings:

- North Platte NRD: 4 Stakeholder Meetings; 8 Preparation Calls
- South Platte NRD: 4 Stakeholder Meetings; 8 Preparation Calls
- Twin Platte NRD: 5 Stakeholder Meetings; 10 Preparation Calls
- Central Platte NRD: 4 Stakeholder Meetings; 8 Preparation Calls

Deliverables:

- North Platte NRD: 1 Stakeholder Survey, 4 Presentations, 4 Agendas
- South Platte NRD: 1 Stakeholder Survey, 4 Presentations, 4 Agendas
- Twin Platte NRD: 1 Stakeholder Survey, 5 Presentations, 5 Agendas
- Central Platte NRD: 1 Stakeholder Survey, 4 Presentations, 4 Agendas

Assumptions:

- No printing, postage, or media publication costs are assumed for this scope.

- Districts will maintain stakeholder contact database and be responsible for all stakeholder communication including issuing meeting invitations and managing RSVPs.
- Districts will be responsible for meeting minutes and all printing for meeting materials.
- HDR will provide email meeting summaries for all preparation calls; Districts will be responsible for meeting minutes for stakeholder meetings.
- Two (2) HDR staff will attend each preparation call
- Each presentation will be no more than 50 slides; all material will be provided to HDR no less than one week in advance of each meeting.
- Each workshop will be no more than 3 hours in length
- Districts will be responsible for securing meeting venue as well as providing for refreshments, if applicable.
- Efficiencies have been built into the schedule. Variations in the schedule could result in increased travel time and expenditures.
- Meetings will be held in Scottsbluff (NPNRD), Sidney (SPNRD), North Platte (TPNRD), and Kearney (CPNRD)
- CPNRD, SPNRD, NPNRD meetings will start at 2:00 pm; TPNRD meetings will start at 7pm.

Schedule

	NPN	SPNRD	TPNRD	CPNRD
May				
June	21	20	5	
July				
August	16	15	14	14
Sept			19	18
Oct				
Nov	15	14	13	13
Dec				
Jan	17	16	15	15

Fee

	Hours	Total	
TASK 1 - Management & Travel			\$31,954
Monthly Invoice / Progress Reports	23	\$2,784	
Start-Up & Close Out	22	\$2,674	
Travel	104	\$26,496	
TASK 2 - North Platte (4 meetings)			\$14,484
Preparation	56	\$8,444	
Facilitation	28	\$6,040	
TASK 3 - South Platte (4 meetings)			\$14,484
Preparation	56	\$8,444	
Facilitation	28	\$6,040	
TASK 4 - Twin Platte (6 meetings)			\$19,518
Preparation	72	\$10,458	
Facilitation	42	\$9,060	
TASK 5 - Central Platte (4 meetings)			\$14,484
Preparation	56	\$8,444	
Facilitation	28	\$6,040	
TOTAL LABOR	515	\$94,924	\$94,924

	UNIT	Total
Single Sheet	\$0.90	\$135
Travel - Meals	\$54.00	\$1,512
Travel - Hotel (includes taxes)	\$180.00	\$3,240
Travel - Rental Car (includes Taxes and Fuel)	\$100.00	\$2,800
Meeting Supplies	\$50.00	\$200

TOTAL ESTIMATED DIRECT EXPENSE	\$7,887	\$7,887
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TOTAL FEE	\$102,811	\$102,811
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